

Opening Date: March 10, 2015
Closing Date: Open Until Filled
Work Location: Austin, TX
Posting Number: 15-40
Monthly Salary: \$7,000 – \$8,500 Monthly *Salary commensurate with qualifications
Group/Class: B28/1622
Travel: 5%
Division: Finance
Number of Positions: 1

JOB VACANCY NOTICE

Director of Debt & Portfolio Management (Director III)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142.
Equal Opportunity Employer*

Job Description

Under the supervision of the Chief Financial Officer, direct and coordinate activities related to issuance of revenue and general obligation bond debt, investment of cash and securities, cash flow analysis and reporting related to all Board financial assistance programs with minimal supervision with extensive latitude for the use of initiative and independent judgment. Direct and perform complex investment research and analysis work. Manage and monitor the Board's investment and loan portfolios. Direct the agency's day-to-day activities regarding the issuance of debt for the agency, and the management of the portfolio in order to time transactions to coincide with program needs efficiently and effectively.

Essential Job Functions

- Direct and participate in the portfolio reporting and management including cash flow analysis, debt service analysis, loan analysis, interest rate calculations, etc.
- Perform investment research and analysis of market securities in the preparation of quantitative investment decisions and strategies.
- Support activities related to issuance of bond debt.
- Design, develop and improve agency funds management reports for use by Board, staff, consultants and oversight entities.
- Monitor and maintain the agency's investment rules, policies, strategies and procedures ensuring compliance with the Public Funds Investment Act (PFIA).
- Provide investment data and coordination to the agency's arbitrage services consultant ensuring compliance with federal arbitrage rebate requirements.
- Public speaking required as delivery of board presentations is an essential function.
- Oversee the reconciliation of various cash and security reports of internal agency systems, the Federal Reserve Bank, State Comptroller, etc. and resolve disclosed discrepancies. Determine the source and use of funds for closings and disbursements.
- Support the Chief Financial Officer in providing investment data and assistance to the internal auditor, security dealers, State Auditor's Office and other regulatory authorities as requested.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting or related field.
- Five years of experience in bond issuances, accounting, finance, and investment activities, with progressively responsible, effective management and leadership positions

Preferred Qualifications

- Master degree from an accredited college or university with major course work in business administration, finance, accounting or related field.
- State or local government experience with public bond issuances, investment and quantitative financial analysis.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 01/08/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number_15-40__

Knowledge, Skills, and Abilities

- Knowledge of or experience with the issuance of bonds.
- Skill in financial mathematics and ability to work accurately with numerical detail.
- Knowledge of or experience with fundamental financial and statistical methods, terminology, and analysis applicable to security transactions, market research, and fiscal & monetary macroeconomics.
- Knowledge of or experience with financial and accounting systems.
- Knowledge of or experience with the Public Funds Investment Act requirements.
- Skill in identifying errors during reviews while taking and / or recommending appropriate corrective actions for resolution.
- Ability to work as a team member and leader in a professional and effective manner.
- Ability to work efficiently in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines.
- Ability to proactively manage multiple priorities in a deadline oriented environment.
- Strong oral, written, and public speaking communication skills.
- Strong skills in personal computers, spreadsheets, database and word processing software.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.